CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: FR360
Classification Specification: Administrative Assistant 2
Salary Range: AF27
Position Description: Administrative Assistant 2
Incumbent:
Location: Fire Department – Fire Prevention

GENERAL PURPOSE:

Under the direction of the Assistant Fire Chief, Fire Prevention Bureau, perform confidential secretarial and administrative duties in support of the Assistant Chief and division staff by assisting customers with the permit process, coordinating, implementing and maintaining office procedures and filing systems, preparing reports and correspondence, maintaining accurate financial records, implementing special projects and supervising interns and clerical and temporary staff.

Work is characterized by complex, confidential and specialized duties requiring in depth understanding of the Fire Department and its functions and the need for a substantial amount of tact, independence and initiative.

Work is performed under minimal direct supervision. Incumbent must react to constantly changing priorities with a positive, caring attitude.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Research, create and prepare reports in support of special projects assigned to Supervisor, including Power Point presentations, graphs, charts, statistical information and the results of independent research.

Help manage the Assistant Chief's time, schedule and calendar and keep him/her informed regarding office functions and concerns.

Respond to and/or research for responses to questions from the public and other City departments and provide draft responses for the Assistant Chief

Position Description: Administrative Assistant II

Page 2 of 5

Assist Supervisor with budget development, participate in budget discussions, compile statistics, costs and back-up documentation, and research and verify input for accuracy and format for inclusion in Department budget.

Prepare and assemble agenda materials, review and proof read documents, records and forms for accuracy, completeness and conformance to the applicable standards and requirements.

Monitor division budgets and provide feedback on status and balance of accounts.

Independently create documents, in rough draft form, on issues and concerns that would require a response from the Assistant Chief.

Take minutes and notes of meetings for the Assistant Chief.

Act as Lead for the intake of permits and train staff to work at the counter.

Provide feedback and evaluation on training programs and as requested.

Organize and coordinate office functions, activities and communications to relieve the Assistant Chief of administrative duties as appropriate; ensure efficient workflow and office operations.

Serve on Citywide committees as requested.

Provide supervision, direction, training and evaluation of assigned staff, including Office Tech II, Interns and temporary staff.

Act as division back-up person on KIVA.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances
- Organization, functions and activities of the assigned Division and Department.
- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices including preparation, management, monitoring, transfers and reporting
- Preparation and presentation of financial, statistical and narrative reports.

Position Description: Administrative Assistant II

Page 3 of 5

- Knowledge of written skills needed to compose and produce letters, memorandums, reports, etc
- Research, survey and evaluation techniques and methods
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs.
- Correct usage of English grammar, spelling, punctuation and vocabulary.

SKILLED IN:

- Performing complex secretarial and administrative assistance duties in support of a Division Head
- Use of interpersonal skills using tact, patience and courtesy to reflect the "Kent Cares" attitude
- Use proper telephone etiquette and techniques to properly assist a diverse assortment of inquiries and persons

ABILITY TO:

- Conduct research studies including the collection, organization, analysis and development of administrative recommendations
- Prepare written analyses, recommendations and reports
- Present ideas and concepts clearly and concisely
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Work confidentially with discretion
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Work independently with little direction
- Learn the organization, functions and policies of an assigned City Division/Department
- Prepare, monitor, and control assigned budgets and maintain complex financial accounting records
- Volunteer for Public Events in support of the City and the Division/Department to provide knowledge/services to the customer
- Function as a member of the "team"
- Compose, proofread and edit general correspondence and reports including letters, memoranda, etc
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Write reports, business correspondence, and procedure manuals
- Effectively present information and respond to questions from groups of managers, employees, and the general public
- Add, subtract, multiply, and divide; compute rate, ratio, fraction, and percent; and draw and interpret graphs and charts
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Position Description: Administrative Assistant II

Page 4 of 5

• Deal with problems involving several variables in standardized situations

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, general education degree (GED), or equivalent,

supplemented by some college level course work or vocational training in

a related field; and

Experience: Two (2) years of increasingly responsible administrative support

experience;

Or: In place of the above requirement, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the

essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

A minimum of 4 years experience working with the public in an office environment, utilizing typical office equipment is highly preferred.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including but not limited to personal computer, telephone, fax and copy machines, calculator, projector and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

Position Description: Administrative Assistant II Page 5 of 5

WORKING CONDITIONS:

Work is performed in a general office environment. Incumbent may be called away to an emergency site or to an on-sight Public Relations or Public Education event. While performing the duties of this job, the employee may be exposed to individuals who are irate or hostile, may occasionally work near moving mechanical parts. The employee may also occasionally be exposed to fumes or airborne particles and the risk of electrical shock. The noise level in the work environment is usually moderate.

SIGNATUR	ES:				
Incumbent's	s Signature	Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee		Date	Human Resources Director	Date	
** Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacan or, if the duties of this position are changed significantly.				

Revised 11/13/01